

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class is the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations; management of personnel; and for management of all department assets. The employee of this class directs the operation of the department to ensure enforcement of laws and ordinances, and takes measures to prevent crime and protect the lives and property of the citizens in the community. The Police Chief consults with the Mayor-President and the City Council in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, works independently in carrying out the police department functions. Work is reviewed through discussions with the Mayor-President and through written activity reports.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

After consultation with the Mayor-President, formulates policies and determines goals and objectives for the department. Collects data to be used in making management decisions and for planning; analyzes and organizes this data so that it can be used for planning and problem solving. Monitors any local conditions which may create situations the department may be called upon to handle. Oversees the productivity and procedures of the department and initiates programs and procedures to improve the quality and effectiveness of service.

Manages department personnel. Establishes a personnel recruitment and selection process that adheres to federal EEO standards. Maintains promotional lists and makes promotions in accordance with civil service law. Establishes a performance evaluation system and uses it to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Participates in collective bargaining with employee labor unions and establishes a procedure for dealing with employee problems and complaints. Develops a safety program which assigns responsibility and accountability for safety, and provides for an on-going training and education program. Establishes a review system to analyze the quality of police service and an internal affairs review process to investigate any violation of the code of conduct for department members.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Analyzes the operating budget. Reviews operating budget, then authorizes expenditure of funds for the police department, making sure that such expenditures are in accordance with the budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the

department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, and determines how long records should be retained; provides for the security and privacy of all information which is not a part of public record. Complies, organizes, and analyzes data needed, and writes reports required to document the activities of the department. Writes letters in answer to written or oral requests addressed to the police department, or as needed to handle police matters.

Promotes a positive public image of the work of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Works with other boards and agencies, providing them with information and assistance which may benefit the police department. Acts as a department representative to the news media. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention or community relations efforts by analyzing local crime problems. Develops a community relations program, and produces instructional materials to be used in these crime prevention and community relations programs. Writes speeches and structures demonstrations on crime prevention or related law enforcement topics to be delivered personally or used by assigned department members in the public education program.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and sets goals and task priorities. Holds formal meetings with groups of subordinates for the purpose receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and personnel, sets work schedules, monitors work progress, assigns jobs, reviews reports written by subordinates, and evaluates their work performance.

Evaluates training needs, and establishes and maintains a training program by seeing that it is properly staffed and supplied. Provides outside instruction if not available in the departmental training program.

Oversees the care, maintenance, repair, and use of departmental equipment, vehicles, stations and grounds; and is responsible for ensuring that the purchase of equipment and supplies are within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil

service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least ten (10) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.